



## **CITY OF KIRKLAND**

# **Address and Street Assignment Guidelines**

## **Staff Procedures\***

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## **Introduction**

This policy provides a structure and standard for assigning address numbers and street names as well as providing guidelines for house numerals and road signage. These standards shall be used for all new address and street assignments with exceptions based on unique case by case characteristics.

## **Purpose**

The purpose of this document is to create a uniform address and street data procedure for more consistent assignment and for improved emergency response within the City of Kirkland limits. The addressing team consists of the GIS Division, Building Official, and the Fire Marshal. The addressing team shall be responsible for discussing and reviewing all address situations that need attention. Assigning addresses and street names, maintaining the data, and performing change requests shall be the responsibility of the GIS Division. Resolving address issues and making final decisions on address matters shall be the responsibility of the Building Official or the Fire Marshal. The Fire Marshal or another designated person in the Fire Department shall be responsible for reviewing and approving large subdivisions or unusual addressing situations. The street naming team consists of the GIS Division and Public Works. The GIS Division shall be responsible for contacting the Public Works Department when ownership of the new street (public or private) is unknown. The street ownership shall determine the street naming conventions.

\*This document is an internal City of Kirkland compilation of addressing guidelines, standards, and procedures. It is intended to be a reference guide for staff to research, assign, and maintain addresses for a wide variety of city business functions including permitting, utility billing, business development, and public safety. This document is periodically revised to incorporate new and enhanced processes for managing addresses within the City of Kirkland.

## Kirkland Addressing Grids

The City of Kirkland has been divided into three distinct addressing grids that are designated OLD KIRKLAND, WEST OF MARKET, and KING COUNTY that all follow different general addressing standards (see Figure 1, page 9). Note: These are the standards for a majority of the streets in those grids and what should theoretically occur. However, there will always be some exceptions and parcels along boundaries that may not follow the intended grid.

### Old Kirkland Grid

This area extends north from NE 68<sup>TH</sup> ST to FORBES CREEK DRIVE and from MARKET ST east to the CROSS KIRKLAND CORRIDOR/I-405 (see Figure 1, page 9). In this grid, the AVENUES extend in an east-west direction, while STREETS run north-south. For this grid, KIRKLAND AVE is the latitudinal center or zero point. Streets north of KIRKLAND AVE increase until FORBES CREEK DRIVE and streets south of KIRKLAND AVE increase until NE 68<sup>TH</sup> ST. Part of this grid uses the 'S' directional designator; this begins at KIRKLAND AVENUE, extends south to NE 68<sup>TH</sup> St and east from LAKE ST S to SLATER ST S.

### West of Market Grid

This grid extends west from MARKET ST to LAKE WASHINGTON, and north from CENTRAL WAY to FORBES CREEK DRIVE (see Figure 1, page 9). In this area, the STREETS and AVENUES are oriented northwest-southeast. The AVENUES continue on and match with the AVENUES in OLD KIRKLAND that extend in an east-west direction. The STREETS act as they do in OLD KIRKLAND and run northeast-southwest. The AVENUES and STREETS in this grid both have a 'W' suffix. Addresses on AVENUES increase moving toward Lake Washington. Addresses on STREETS increase moving northeast.

### King County Grid

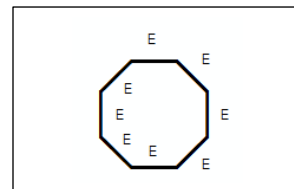
This area encompasses the remaining areas of Kirkland (see Figure 1, page 9). In this system, the AVENUES extend in a north-south direction, while the STREETS run east-west. The STREETS and other east-west directional streets in this system have the numbers preceded by a NE designator (directional prefix). The AVENUES and other north-south directional streets have the designator NE after the name (directional suffix). Addresses on AVENUES increase going north, and STREETS going east.

## Address Assignments

The assignment of addresses is done together with development permit applications, and in some other situations. Temporary addresses shall be preassigned before recording when requested by the city's permit center. Once recording happens, the addresses become official addresses and are distributed (by email) to an address distribution group. The distribution group includes city departments including public safety and utility billing; also King County E-911/NORCOM, King County Department of Assessments, Northshore Utility District, Waste Management, utility companies, and the U.S. Postal Service. Addressing shall be based on the following criteria and shall be used as a guideline for house or premise number assignments.

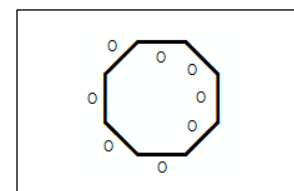
## Even Number Assignments

SIDE OF ROAD	STREET DIRECTION
North	Extending in an east-west direction
East	Extending in a north-south direction
Northeast	Extending in a northwest-southeast direction
Southeast	Extending in a northeast-southwest direction



## Odd Number Assignments

SIDE OF ROAD	STREET DIRECTION
South	Extending in an east-west direction
West	Extending in a north-south direction
Southwest	Extending in a northwest-southeast direction
Northwest	Extending in a northeast-southwest direction



## House Number Assignments

House numbers are assigned based on two parts: the street component and the premise component. The street component is the next lower-numbered cross street or block, regardless of how many digits. The premise component (always 2 digits) is appended to the street component in correct sequence based on the direction of increasing cross street or block numbers.

A cross street with 1 digit (X) + 2 digits for the house (XX) = house number; example 123

A cross street with 2 digits (XX) + 2 digits for the house (XX) = house number; example 1717

A cross street with 3 digits (XXX) + 2 digits for the house number (XX) = house number; example 11620

New assigned house numbers shall be assigned a whole number from 'zero one' to '34' approximately every ten (10) feet of road frontage (each block approximately 330 feet long). Addresses ending in '00' are to be avoided, since they mimic (and can be confused with) block identifiers, so addresses on the even side may go up to '34.' However, there may be some exceptions for assigning house numbers based on the surrounding addresses and streets. Also, exceptions for large developments can be made at the discretion of the Fire Marshal or Building Official.

Address assignments shall avoid using half addresses, fractions, or a combination of letters and numbers. However, existing addresses not in compliance with this standard, and fraction addresses created prior to this policy, are allowed to remain at the discretion of the addressing team. Addresses shall be reviewed two blocks in either direction. The duplication of house numbers (within two blocks) shall be avoided where feasible to help prevent confusion. When possible, a house number ending in '4' will be avoided, as in some cultures this is considered bad luck. All new addresses shall comply with the new address standards. Exceptions can be made at the discretion of the addressing team.

When new addresses are assigned for a subdivision, the existing addresses shall not be reused or retired unless in the case of a demolition permit. Once the demolition permit has been applied for, the existing address may be reused as the new address. This helps with the permitting process to ensure the correct

permit is assigned to the right building. A single family residence that gets torn down and rebuilt can remain with the same address unless there is a significant change in orientation or a new address is requested.

Addresses are assigned based on the location of the front door entrance. Addresses shall be assigned based on the next lower-numbered cross street from the front door. When there are lots behind other lots on an unnamed private road/driveway, the addresses shall be assigned based on the driveway access. For example, if the lots are accessed off of an east-west street and the driveway access is on the west, the back lot will have a lower house number (see Figure 2, page 10). But if the driveway is on the east, the back lot will have a higher house number (see Figure 3, page 10). If the lots are accessed off of a north-south street and the driveway is south, the back lot shall be lower and the front lot shall be higher (see Figure 4, page 11). But if the driveway is north, the back lot shall be higher and the front lot shall be lower (see Figure 5, page 11). Private roads and driveways shall be assigned a street name when providing access to 3 or more houses or lots.

Addresses shall not be addressed off of alleys even if the front door access is from there. This mostly applies to the addresses in the WEST OF MARKET and the OLD KIRKLAND grids.

#### Unit Number Assignments

Unit addresses shall be provided based on the conditions stated below. The conditions shall be for all new address assignments. All existing addresses shall remain, unless changes are requested by the Building Official or the Fire Marshal. All stacked above-ground or below-ground residential units shall have an address with a 'UNIT' number. Accessory Dwelling Units that are attached to the main residence shall have a 'UNIT' number.

##### **1 Unit (Single Family Dwelling)**

*Detached* - a primary house number shall be assigned (see Figure 6, page 12).

##### **2 Units (Duplex, Condominium, Townhouse) –**

*Detached or Separate Parcels* - a primary house number shall be assigned for detached units or units on a separate parcel that are not stacked provided there are available house numbers. If there are no available house numbers, a 'UNIT' address shall be assigned (see Figure 7, page 12).

*Two Attached or Stacked* - a 'UNIT' address shall be assigned (see Figure 8, page 12).

##### **3 Units (Triplex, Condominium, Townhouse) –**

*Detached or Separate Parcels* - a primary house number shall be assigned for detached units or units on a separate parcel that are not stacked provided there are available house numbers. If there are no available house numbers, a 'UNIT' address shall be assigned (see Figure 9, page 12).

*Two Attached, Three Attached or Stacked (unit count per major building is 2 or more) –* a 'UNIT' address shall be assigned (see Figure 10, page 12).

#### **4 or More Units (Fourplex, Condominium, Townhouse, Cottages) –**

*Detached or Separate Parcels* – a primary house number shall be assigned for detached units or units on a separate parcel that are not stacked provided there are available house numbers. If there are no available house numbers, a ‘UNIT’ address shall be assigned (see Figure 11, page 13).

*Two Plus Attached or Stacked (unit count per major building is 3 or more)* – a ‘UNIT’ address shall be assigned (see Figure 12, page 13).

*Combination Complex (detached, attached, stacked)* – addresses (primary or unit) shall be assigned at the discretion of the addressing group (see Figure 13, page 13).

#### **Suite Number Assignments**

Businesses that are part of a building or office space shall get an address ‘SUITE’ number. Business suite numbers may be assigned by the city at the time of permitting and added to the address database. Suites that are added later will be assigned numbers by the building owner or property manager and will later be entered into the city addressing database once the business applies for a business license. Business suite addresses shall not be added unless the main address already exists in the database.

#### **Accessory Dwelling Unit (ADU) Number Assignments**

Primary house numbers shall be used for new detached ADUs. If there are no available house numbers, the main resident house number plus ‘UNIT B’ shall be assigned to the ADU. Attached ADUs to the main resident shall receive the ‘UNIT B’ address. Note: the existing surrounding addresses and the number of available addresses may impact the new address assignment.

### **Street Name Assignment**

Assigning street names and ownership is done by the street naming team. The determination of public or private roads is the responsibility of the Public Works Department. When a new site plan gets sent for addressing, it is forwarded to Public Works to determine if the road providing access will be considered public or private. Notification of the public or private road is then sent to the GIS Division. The GIS Division reviews the road and assigns a street name based on the ownership and according to the guidelines of the grid system. As roads are developed, they should be assigned numbers that correspond to the established grid. The use of “named roads” is discouraged. But named roads may be used when the streets are off grid or when they are determined problematic by the addressing team.

The terms AVENUE and STREET have generally been used to designate public rights-of-way on the established 330-foot grid. The terms PLACE and DRIVE have been used to designate public rights-of-way developed off the grid. The designations LANE, WAY, CIRCLE, and COURT have generally been used to designate privately-owned roadways.

Streets may change names when a street changes from a public to a private street. However, a continuous public or private street shall have the same designation for its complete length. Exception: If the street makes a significant change in direction (up to 90 degrees), a new number and designation

may be assigned for the portion of the street running in a different direction, depending on the length of the street after the turn.

Private roads providing access to 3 or more lots or buildings shall be assigned a street name unless requested by the Building Official or Fire Marshal to leave as an unnamed driveway. Private access to 3 or more lots or buildings off of a cul-de-sac will be considered a continuation of the cul-de-sac road unless requested by the Building Official or Fire Marshal to assign a private street name. Private roads providing access to less than 3 lots or buildings will remain a driveway unless a street name assignment is specifically requested by the Building Official or the Fire Marshal.

#### Street Types

Public Streets	Usage
STREET - ST	Established 330 ft grid
AVENUE - AVE	Established 330 ft grid
PLACE - PL	Developed off-grid in either direction
DRIVE - DR	Developed off-grid in either direction

Private Streets	Usage
LANE - LN	Small roads in either direction
WAY - WAY	Small roads in either direction
COURT - CT	Culs-de-sac, diagonal, or curved roads in either direction
CIRCLE - CIR	Small roads that form a circular shape with no clear direction

Other Streets	Usage
BOULEVARD - BLVD	Public – Generally used for wide and major arterials.
CENTER - CTR	Private – Has been used for streets running through shopping centers.
PLAZA - PLZ	Private – Often used for either a pedestrian-only street or a suburban shopping area's private roadway.
POINT - PT	Usually used to represent a cul-de-sac.
ROAD - RD	Public – Commonly used for large roadways and main arterials.
TERRACE - TER	Has been used to identify small residential streets elevated above the surroundings on a hillside

#### Street Designations

Designator	Usage
SOUTH – S (suffix)	In the south part of the OLD KIRKLAND grid beginning from KIRKLAND AVE and extending south to NE 68 <sup>TH</sup> ST.
WEST – W (suffix)	Used in the WEST OF MARKET grid starting at CENTRAL WAY, extends north to FORBES CREEK DR, and has MARKET ST as an easterly boundary.
NORTH EAST – NE	In the KING COUNTY grid. AVENUES have a directional suffix and STREETS have a directional prefix.

## Re-Assignment

The city may request a change to an existing address or street name if either is determined to be out of sequence with Kirkland's addressing grid, and if it would impact public safety response. Notification must be mailed to all impacted property owners at least twenty (20) days prior to the effective date of change. When possible, notice will be sent ninety (90) days prior to the change date. If the address change is due to the creation of a new street, the new address shall become official once the new street sign has been installed.

An owner may request a new address by submitting an Address Change Request form to the City of Kirkland. Change of address requests shall be processed within 5 business days of the submittal date. The City of Kirkland addressing group shall review the address change request, and approve it if it fits within the city's standard addressing grid and policies. An address request may be denied if it does not follow the city's addressing standards, or if there are no available house numbers. Notification shall be emailed or mailed to the requestor.

## Numerals and Letters

It is considered the property owner's or occupant's responsibility to have the correct house numbers and/or letters displayed as assigned by the City of Kirkland, and to do so with 10 days' notice from the City of Kirkland.

All buildings shall have the assigned house number posted in a conspicuous place, near the main entry and visible from the frontage street or road. If the building or numbers and/or letters on the house are not visible from the street, the house numbers and/or letters must also be posted at the driveway or walkway giving access to the building. City code requires that the house numbers and/or letters shall have a minimum height of four inches (4") and shall have a contrasting background. In addition, the U.S. Postal Service requires legible house numbers on a premise's mailbox. The address posted must be that issued by the City of Kirkland.

(Section 501.2 of the IBC and Section R319.1 of the IRC)

## Street Signs

All private roads assigned names by the City of Kirkland shall have approved identifying signs posted prior to combustible construction. Identifying signs shall be six inch (6") wide green painted aluminum with four inch (4") white reflectorized letters. All signs shall be mounted on a 4 inch x 4 inch (4" x 4") treated wooden post or two inch (2") Schedule 40 galvanized pipe. All signs shall be mounted with the bottom of the sign seven feet (7') above finished grade. Signs posted at the intersection of private roads and public rights-of-way shall be designated "Private Road" below the road name sign. "Private Road" signs shall be six inches (6") wide green painted aluminum with four inch (4") white reflectorized letters.

The only exception shall apply to road signs identifying roads in a development under construction. Road signs for subdivisions shall be installed at the time that erosion control improvements are installed under a City grading permit. However, all other provisions regarding size, color, and height shall apply.

## Notification

Once an address has been assigned or re-assigned, the City of Kirkland shall notify all city departments including public safety responders and city utility providers; also King County E-911/ NORCOM, King County Department of Assessments, and the U.S. Postal Service.

It is the homeowner's responsibility to notify utility companies such as telephone, cable, electrical, and gas; King County Treasurer; also the U.S. Postal Service; agencies responsible for voters and vehicle registrations; fire or burglar monitoring companies, and any other personal accounts about this address change.

## Maintenance

House numbers shall be maintained in a conspicuous location near the main entrance. The property owner(s) shall be responsible for ensuring visibility of the house numbers and/or letters for the property.

## Violation

If a property owner fails to properly display their assigned address, the violation shall be referred to the City's Code Enforcement team for enforcement action.



## Appendix

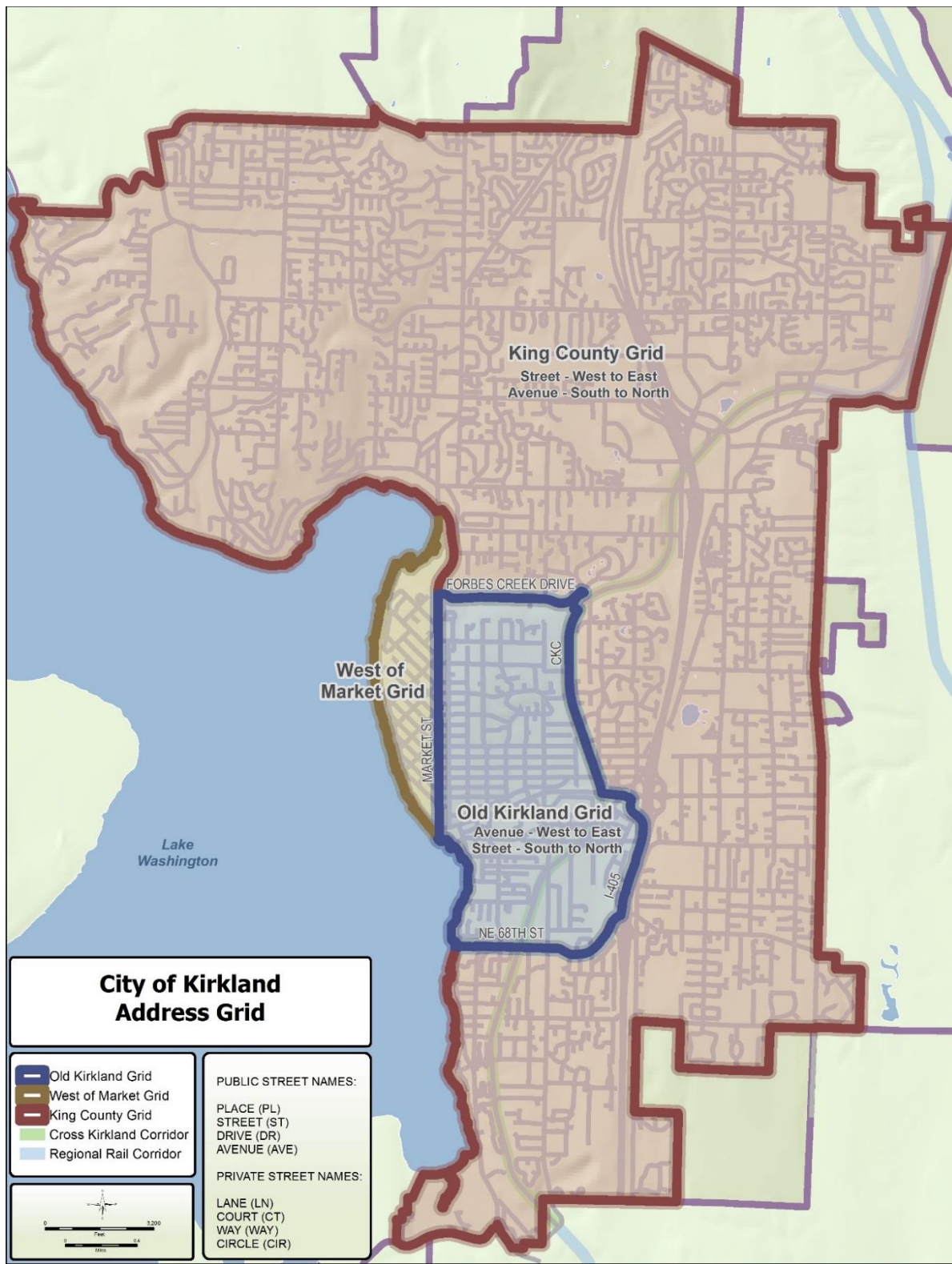


Figure 1. City of Kirkland Address Grid

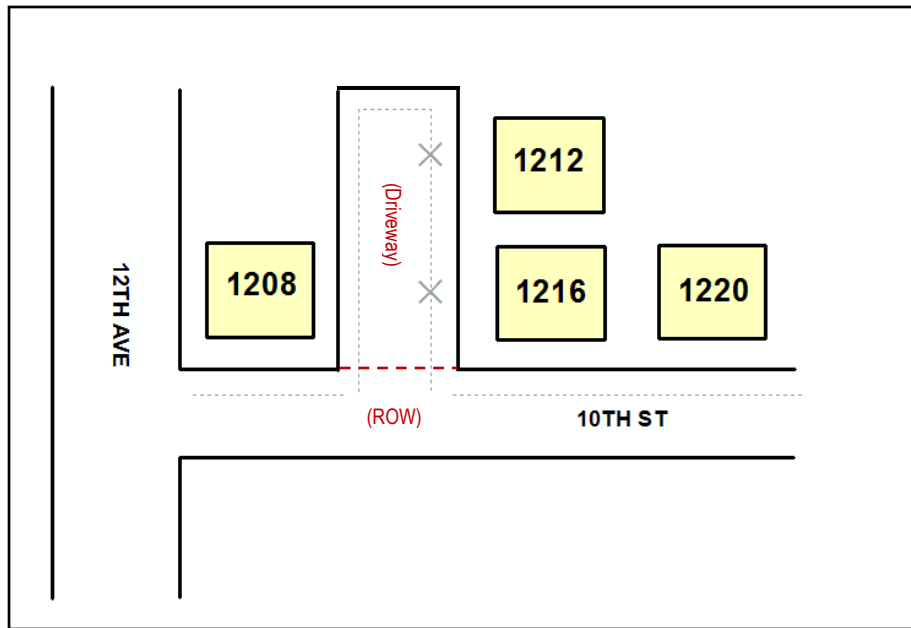


Figure 2. Lots accessed off of an east-west street with driveway access on the west.

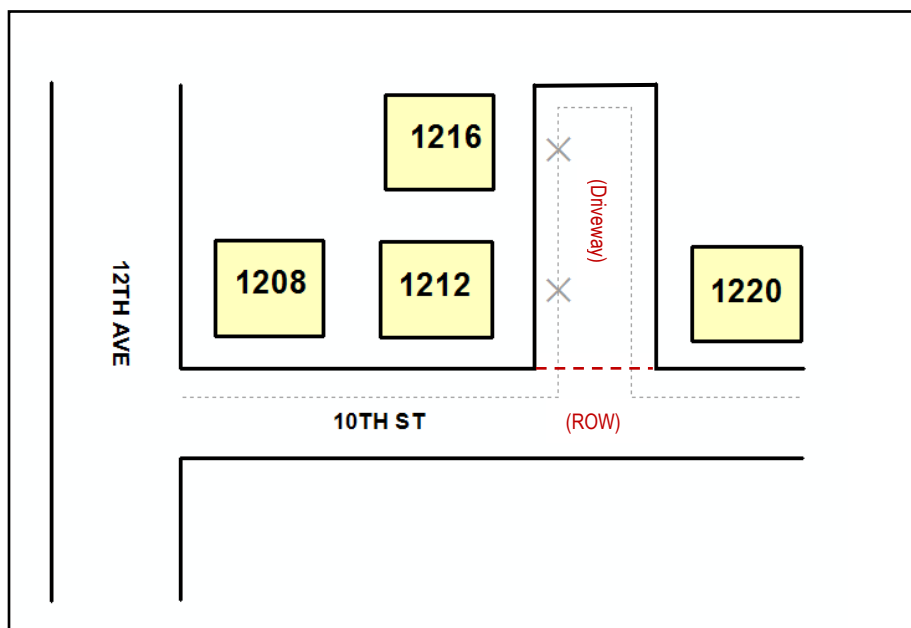


Figure 3. Lots accessed off of an east-west street with driveway access on the east.

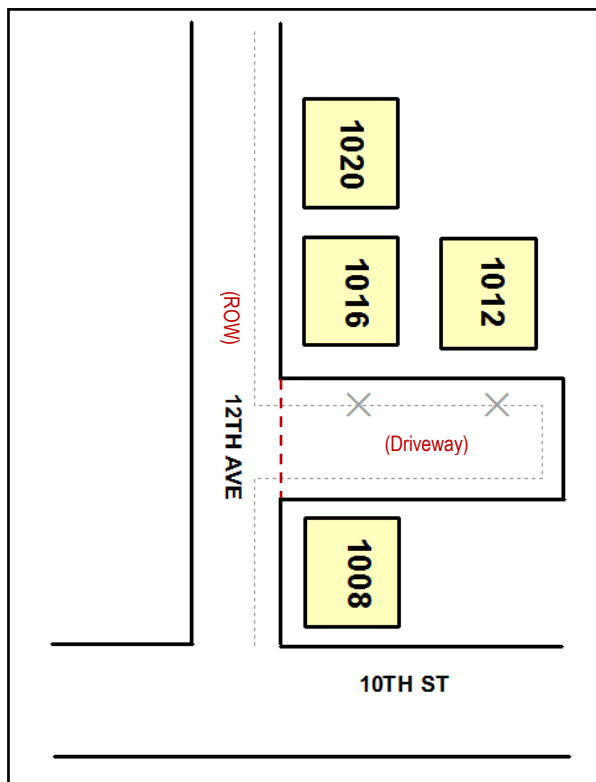


Figure 4. Lots accessed off of a north-south street with driveway access on the south.

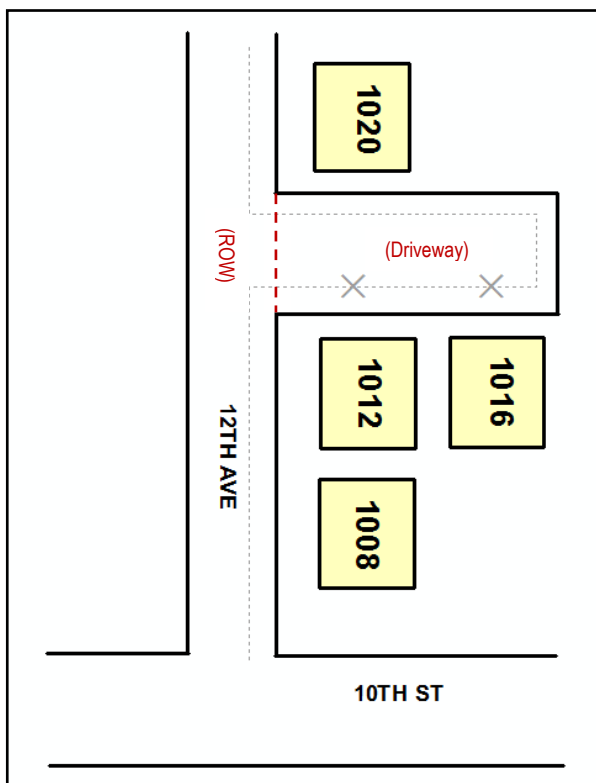


Figure 5. Lots accessed off of a north-south street with driveway access on the north.

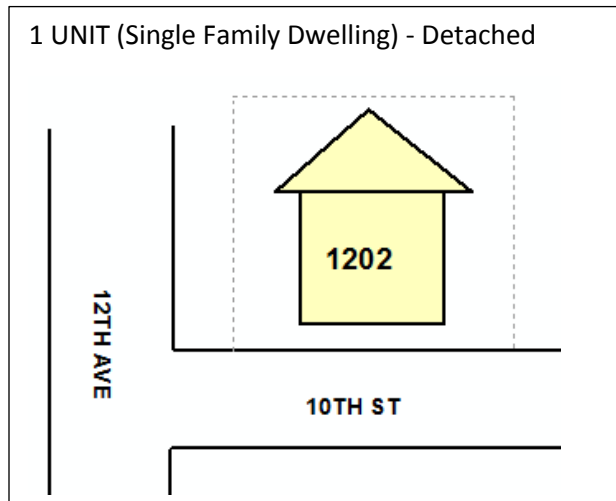


Figure 6. 1 UNIT - Detached

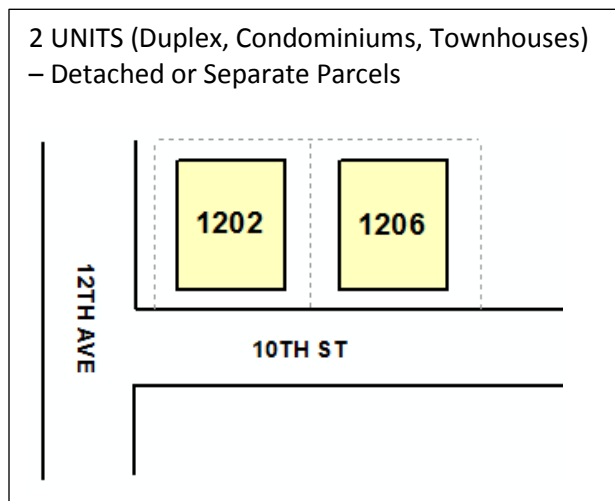


Figure 7. 2 UNITS – Detached or Separate Parcels

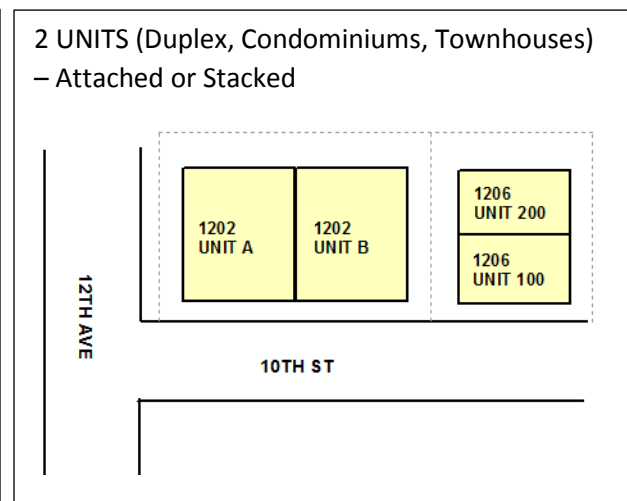


Figure 8. 2 UNITS – Attached or Stacked

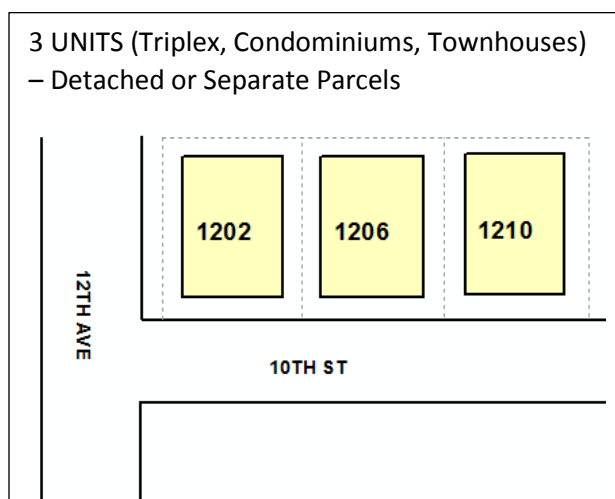


Figure 9. 3 UNITS – Detached or Separate Parcels

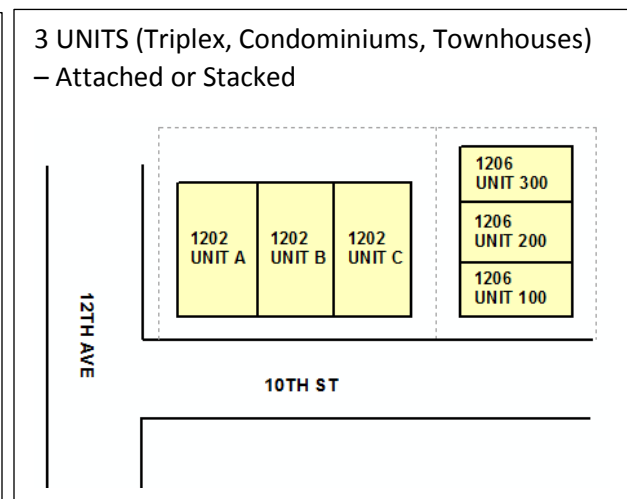


Figure 10. 3 UNITS – Attached or Stacked

4 OR MORE UNITS (Fourplex, Condominiums, Townhouses, Cottages) – Detached or Separate Parcels

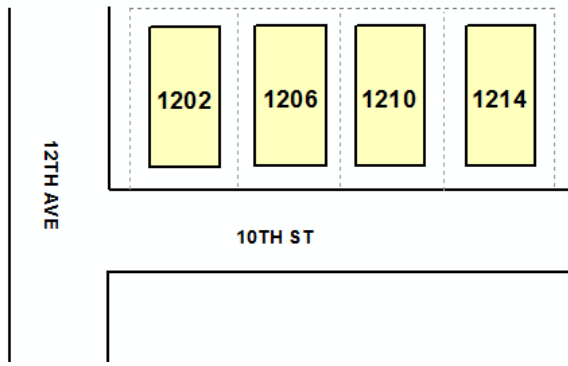


Figure 11. 4 UNITS – Detached or Separate Parcels

4 OR MORE UNITS (Fourplex, Condominiums, Townhouses, Cottages) – 2 Plus Attached or Stacked

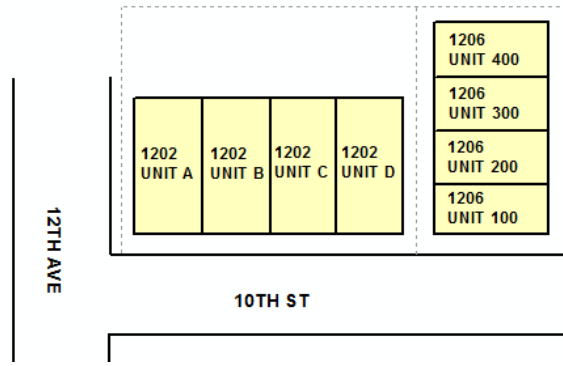


Figure 12. 4 UNITS – 2 Plus Attached or Stacked

4 OR MORE UNITS (Fourplex, Condominiums, Townhouses, Cottages) – Attached or Stacked

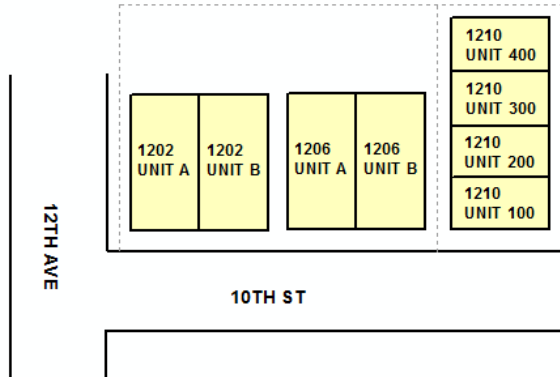


Figure 13. 4 UNITS – Combination Complex